Sentinel
Credit Information Service Inc.

22 January, 2020

Recruitment Unit
Human Rescource Department
Sentinel Credit Information Service Inc.

To whom this may concern;

This is to make a formal request for replacement of the following agents enlisted below who are rendering and/or ceased their service with the company and having their maternity leave. We would like to request for an FTE who are punctual, can adapt to abrupt changes in process and knowledgeable in spreadsheet or MS Excel. Below are the list of existing and/or inactive manpower for:

Replacement:

1. **Valdehueza, Paul Jason Penaso** – Encoder – AWOL 17JAN2020
   Task: Create portfolio of loan borrowers thru BDO internal system
2. **Peralta, Kimberly Nestal** – Encoder – AWOL 27DEC2019
   Task: Create portfolio of loan borrowers thru BDO internal system
3. **Saudagar, Setie Ainah Conel** – Encoder – AWOL 17JAN2020
   Task: Create portfolio of loan borrowers thru BDO internal system
4. **Ygoña, Arha – Encoder** – AWOL 17JAN2020
   Task: Create portfolio of loan borrowers thru BDO internal system
5. **Acepcion, Jay Deciembre** – Partial Dedup – AWOL 20JAN2020
   Task: Partial checking of loan borrowers' credit details
6. **Fernandez, John Nicole Apostadero** – CI Account Dispatcher – Resigned 20JAN2020
   Task: CI account checking and assignment.
7. **Rosales, Judie Anne Casambros** – Credit Investigator – Render 21JAN2020
   Task: Call out verification of loan borrowers' details.
8. **Santos, Mariyha Gwendolyn De Leon** – Credit Investigator – Render 21JAN2020
   Task: Call out verification of loan borrowers' details.
9. **Borlain, Jason Ayeras** – Encoder – Render 22JAN2020
   Task: Create portfolio of loan borrowers thru BDO internal system.

Reliever:

1. **Morilla, Azel** – Credit Investigator – on Maternity Leave
   Task: Call out verification of loan borrowers' details
2. **Rodriguez, Melinda** – Credit Investigator – on Maternity Leave by March 2020
   Task: Call out verification of loan borrowers' details
3. **Dizon, Lady Charmaine Santos** – Encoder – Emergency Maternity Leave 22JAN2020
   Task: Create portfolio of loan borrowers thru BDO internal system.

Hoping for soonest deployment of the above-mentioned request.

Thank you.

Regards,

*John Wayne Padre*
Onsite Team Leader


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